

Job Description
Missouri State Highway Patrol

Class Title: Latent Technician I

Title Code: V00545

Effective Date: 04/20/98

Date Reviewed: 08/1/02 JB

Date Revised: 12/27/04

Immediate Supervisor: Fingerprint Services Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is technical work in classifying, entering searches, and verifying latent prints to tenprints and comparing latent prints collected at a crime scene via the Automated Fingerprint Identification System (AFIS). The employee maintains AFIS integrity by quality assurance of tenprint entry. Work is subject to general supervision by the section supervisor for conformation with policies and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks which may be found in positions of this class.)

Compares latent fingerprints collected at crime scene via the AFIS system. Analyzes and identifies latent prints developed on physical evidence.

Classifies, searches and compares latent fingerprints with inked prints of known criminals.

Assists law enforcement agencies in identification of deceased persons, amnesia victims, and arrestees bearing questionable identification.

Testifies in court of law on matters relating to fingerprint identification.

Prepares latent prints for entry into AFIS; enters latent prints by pattern type; logs and files latent prints utilizing a concise record system and tracking sheet; maintains latent print files as required.

Fingerprints individuals for job positioning, licensing, or commissions, etc.

Performs quality control by correcting computer-generated minutia that would interfere with system-generated list of candidates.

Answers telephone inquiries and sends facsimiles to requesting criminal justice agencies needing an immediate response.

Shares rotating weekend and holiday on call (pager) duty.

Performs other duties relating to entering and retrieving criminal history record information, as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of fingerprint classification.

Considerable knowledge of Missouri Sunshine Law, Juvenile Law and Missouri State Highway Patrol's dissemination policy.

Considerable knowledge of the Henry Classification System.

Working knowledge of the MSHP AFIS System.

Working knowledge of proper courtroom presentation.

Working knowledge of modern office practices, procedures and equipment.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to communicate effectively in person and via telephone.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain harmonious working relations with others.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to exercise judgment and discretion.

Ability to work independently with general supervision.

Ability to testify in a court of law.

Possess the skill to type 40 words per minute with ten (10) errors or less.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED and two years experience as a Fingerprint Technician.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid Missouri drivers' license.

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Must possess MULES certification.

Must possess AFIS certification.

Must possess Livescan certification.

Must obtain Cardscan certification within one year of accepting the position.